

TO: OWNERS, DEVELOPERS, ENGINEERS, ARCHITECTS, AND CONTRACTORS

FROM: CITY OF COUNCIL BLUFFS BUILDING DIVISION

SUBJECT: SUBMITTAL AND CONSTRUCTION PROCEDURE FOR A "PARTIAL PERMIT"

I. GENERAL

The following are the minimum requirements for a "Partial Permit" project to accommodate large or complex developments and allow the start of actual construction prior to the total completion of all plans and the issuance of all required building permits. These requirements are the minimum information to be provided by you, the developer, before any building permits may be obtained and construction may begin. This procedure is for a "Partial Permit" project and may require modification for a specific project.

II. PRELIMINARY MEETINGS

The "Partial Permit" process is initiated by a meeting with the Owner, Developer, Engineer, Architect, Contractor, the Building Official, the Fire Marshal, and other appropriate City Departments and involved agencies. At this meeting the Owner, Developer, Engineer, or Architect shall:

- A. Outline the overall scope of the work to be performed;
- B. Declare the intent to process the project by the "Partial Permit" procedure; and
- C. Provide a written schedule of:
 - 1. Construction milestone dates; and
 - 2. Plan element submittal dates.

At this meeting, the City shall identify the following requirements:

- A. Procedures for plan change submittals;
- B. Inspection procedures by City staff;
- C. Inspection and testing procedures by the Quality Assurance Agency;
- D. Limits placed on the project by using the "Partial Permit" process; and
- E. Fees and fee schedules.

NO ACTUAL CONSTRUCTION MAY BEGIN AT THIS POINT IN TIME.

III. SUBMITTALS

The second step in the "Partial Permit" procedure is the formal submittal of plans and obtaining a building permit. Several items are required to be submitted before any permits are issued. The submittal must consist of the following information:

A. Plans, Calculations and Other Supportive Data.

- 1. Complete plot plan showing all proposed structures with dimensions to all buildings, structures, property lines, easements, etc. Show sizes of all buildings and utility service locations to each; water, sewer, gas, electric,

storm drains, telephone, and etc;

2. Grading plan and soils report;

3. The front sheet of the Architectural plans shall provide the basic design information about the total project. This information should include:

- Type of Construction
- Occupancy Classification
- Occupant Loads
- Area of Structures
- Number of Stories and Height
- Number of Rooms
- Sprinklered or Non-Sprinklered
- Reference Codes Under Which It Is Designed
- Land Use Zone

4. Typical floor plan of each floor showing all uses;

5. Master exit plan must be provided for the completed project;

6. Complete structural calculations for the entire project;

7. Complete structural plans for the full major component requested for permit;

8. High Rise Life Safety Package shall be submitted; and

9. Complete plumbing, mechanical and electrical plans for the work that must be constructed within the foundation or structural proposal.

B. Permits and Fees

Due to the substantial amount of additional time in reviewing and issuing multiple permits for "Partial Permit" Projects, the footing permit fee charged will be 50% of building permit fee. This does not apply to grading. All building permits are cumulative. Permits for construction to proceed would only be issued after plans and appropriate information have been submitted, checked, and approved. There could possibly be several separate permits issued on a single project based on the number of phases for which plans are submitted. It will be at the discretion of the Department of Building to determine the amount of plans and information to be submitted before a permit for the next phase of construction is issued. This process would be discussed at the initial plan review meeting and should be identified in the written description provided at the initial meeting. Close control will be maintained to assure that the latest approved plans are on the job and that construction has been approved.

Construction will be stopped if it has progressed past the scope of work for which the permits were issued.

1. Grading Permits

A permit for grading only may be obtained separately. This permit must be for the entire project site. Grading permits will not be issued for partial sections. This permit includes excavation of the foundation and may include on-site drainage channels and underground box culverts.

2. Foundation Permits

Upon completion of all the requirements listed above, a foundation only permit may be obtained. This permit must be for the total foundation, i.e., tower, low rise, and separate buildings on the site. Partial foundation permits for the elements listed below will not be issued. No work may proceed beyond that point until additional permits are issued or work will be stopped.

"Foundation Only" defined as concrete work for footings, piles and slabs on grade up to finish floor elevation.

Included:

- a. Rebar dowels above slab to tie in columns or walls.
- b. Retaining walls (concrete or masonry) to support slabs-on-grade on uneven ground.
- c. Retaining walls for basements.
- d. Bolts or plates cast in slabs.

May Include:

- a. Columns above finished grade.
- b. Walls above finish grade.
- c. Any elevated slabs, such as slabs over basements.
- d. Any construction above surrounding ground level.

Prior to issuance of the foundation only permit, the agreement for all required special inspections must be signed by the owner or his representative, the Quality Assurance Agency identified and written verification of their scope of work provided to the City.

3. Building Permits

- a. Structural Permits may be obtained for a total building, i.e., tower, low-rise, and separate building on the same site. The structural permit may be issued for a partial as follows:

Towers: This must be issued in total. Only one structural permit will be issued for a high-rise tower.

Low-rise: Large area buildings may be broken down to a maximum of three areas and separate permits issued.

Prior to issuance of a structural only permit, the contract for all required special

inspections must be signed by the owner or his representative, the Special Inspector identified and approved with written verification of their scope of work provided to the City.

b. Architectural permits may be obtained for the total building, i.e., tower, low-rise and separate buildings on the same site. Architectural permits may be issued for partial work only if it matches the areas that structural permits have been issued for.

c. Plumbing, Mechanical and Electrical Permits

These permits may only be issued for the areas that a structural permit has been issued. These sub-permits cannot be issued for areas that are not permitted if partial structural permits are issued.

d. On-Site Plumbing and Electrical

A permit for on-site plumbing or electrical under ground may be obtained. These permits can only be issued after a grading or foundation permit is issued.

The City offers, at the option of the Owner, Developer, Engineer, Architect, or Contractor to assist with preliminary plan reviews prior to submission of application for areas of concerns or questions.

For further information, please visit our office at 209 Pearl Street, Room #207, or give us a call at (712) 328-4625.
